

**Virginia Wireless E-911 Services Board  
Project Management Monthly Activity Report**

Vendor: \_\_\_\_\_ MAST International  
Region/Locality: \_\_\_\_\_ Southside  
Period: \_\_\_\_\_ February, 2003

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
<b>Active Tasks</b>					
(4)Prepare presentation for County Board	Amelia			5	Presentation scheduled for March 03
(14)Coordinate testing /cutover w/Verizon/Altel	Amelia			9.5	Altel/Verizon live w/Amelia
(5)Resolve contract issues for CPE installation	Brunswick			1	Contract issues w/Verizon ref. Lease
(8)Coordinate w/intrastate/County for tower info	Brunswick			5.25	Corrected tower info.
(10)Preparation & Mtg. WE911 Board on status	Brunswick			0.25	Update Board on implementation issues
(11)Mtg. W/Leslie Weddington ref. Updates	Brunswick			1.25	Reviewed call ratio for January
(3)Contacted Nextel Partners ref. Coverage	Charlotte			0.75	Letter sent/ response no coverage
(10)Contacted Lisa Meyers ref taking updates	Charlotte			1.75	Advised of current status
(1)Contacted Paula Ellison reviewed CPE status	Cumberland			0.75	Schedule for CML CPE installation
(3)Wireless request to Verizon	Cumberland			0.5	
(5)Review and response to questions on agreement	Cumberland			5.25	Provided written response
(8)Tower info locations	Cumberland			1	Mapping coordinates conversion
(11)Contacted Denise Absher ref funding changes	Dimwiddle			0.75	New funding impacts Dimwiddle
(14)Contacted Sgt. Gilbert Wood ref testing	Farmville			0.75	Issues /Sprint Testing resolved
(10)Contacted Allen Bober ref. Plan of Action	Halifax			0.75	Plan reviewed
(12)Letter to Steve Marzoff ref Plan of Action	Halifax			1.25	Construction RFP released
(10)Coordinate testing info exchange	Lunenburg			2	Altel/sprint/PSAP coordinator
(10)Contacted Sharon Johnson ref Verizon billing	Lunenburg			1.5	Resolved incorrect billing for 2nd time
(14)On-site for cutover w/Altel	Lunenburg			8	Cutover unsuccessful working on issues
(14)Coordinate testing cutover w/Sprint/Altel	Lunenburg			7.75	Delay result of software issue w/CML
(10)Update status for installation of CPE	Mecklenburg			3.5	Reviewed funding/mapping/Plant queries
(11)On-site troubleshoot implementation delays	Mecklenburg			2	
(14)Contacted Altel (David Scovell) ref status	Mecklenburg			0.5	Verified deployment current status
(1)Review cost proposals for CPE upgrade	Nottoway			2	Prepare for mtg. W/County Admin
(7)Mtg. with R. Roark County Administrator ref CPE	Nottoway			0.5	County will upgrade CPE
(8)Prepare mapping for presentation	Nottoway			2.25	New info added to maps
(10)Review w/ Scott Emm. Isbell funding	Nottoway			0.5	Trunking issues are resolved
(10)Review w/ Gloria Gray tasking/testing issues	Nottoway			1.5	Ready for testing
(14)Schedule cutover w/ Altel/Sprint	Nottoway			0.75	Ready for testing
(14)Cutover trouble shooting w/Sprint/Altel/PSAP	Nottoway			15	Issues resolved testing successful
(3)Responses from WSPs for new implementation	Region			0.5	New dates for Phase I service
(4)Reviewed impact of proposed funding changes	Region			11.5	Reviewed Phase I/PhaseII impact
(5)Reviewed VGIN contract	Region			2.5	Documents prepared for PSAPs
(7)Prepare agenda for Regional Mtg.	Region			0.5	Agenda sent to PSAPs
(7)Research update info for Regional mtg.	Region			3	Included in revised agenda for Mtg.
(8)Contact Paul Fleshood(Verizon) ref ESNs	Region			0.5	Verify ESNs
(9)Letters to PSAPs/WSPs ref tailing/sector radi	Region			8.5	Requests for information made
(6)Update info from WSPs/PSAP on cell tower info	Region			28.5	Info entered into new maps for PSAPs
(8)Request verification of mapping info in conflicts	Region			12.5	Info corrected and verified
(10)Asking update/ status/CNRS reports	Region			21.5	Updated all information
(10)Determine and troubleshoot delays	Region			36.25	Coordinated new dates/solutions for implementation
(11)Correspondence to all PSAPs/WSPs/LEC	Region			31.75	Updated all PSAPs/WSPs/LECs
(11)Updated PSAP manuals documentation	Region			8	Current status verified
(11)Newsletter for Region	Region			3.5	February issue mailed
(12)Monthly report for Region	Region			12.75	DIT report for region mailed all PSAPs
(12)Attended Wireless Board Mtg.	Region			5	Two people
(12)Attended Funding Committee Meetings	Region			4.5	Recorded notes for PSAPs ref issues
(13)Letter to PSAPs ref CAS All Disptel Training	Region			1.5	Disptel ALL changes
(14)Status calls w/Linda Keyon/Judy Middleton (Altel)	Region			3.5	Calls will continue every week
(14)Set up mtgs. W/Altel/Intrado/Sprint/Triton/PCS	Region			1	Mtg scheduled for March 3, 2003
(14)Develop testing/cutover form	Region			1.5	Document to be used by each PSAP
(14)Schedule testing and cutover dates for PSAPs	Region			3.5	Updated schedules
(14)Review call testing/cutover procedures for PSAPs	Region			6	Agreed to procedure by WSPs/LECs
(14)Troubleshoot problems w/Farmville ECS1000	Region			2.75	Worked out solution w/Emmy Isbell
(14)Contacted Judy Middleton (Altel)	Region			1.5	Cutover resolutions reviewed
<b>Completed Tasks</b>			0	302	
			0	0	
<b>Issues of Importance</b>					
Issue	Actions Proposed to Resolve Issue			Comments	
Halifax Construction RFP released				Will monitor progress and advise	
CAD changes required for Verizon VX	Incorporate any changes required for PhaseII			Identifying CAD changes	
Upgrade of Nottoway CPE	Develop cost for upgrade			Due by 2nd week of March	
Legal delays for implementation in Brunswick	County Attorney following up ref. Contract				
Tower info provided by WSPs not always valid	Contacting all WSPs/PSAPs for verification				